



CALL FOR ARTISTS

Union Street Electric Gallery

Please review all information carefully before applying.

Office of Arts & Cultural Affairs

City of Seattle

Mailing address:

P.O. Box 94748

Seattle, WA 98124-4748

Street Address:

700 Fifth Ave., Suite 1766

Seattle, WA 98104

Phone: 206-684-7171, Fax: 206-684-7172

TDD: 800-833-6388, Tele-Braille: 800-833-6385

www.seattle.gov/arts

www.ArtsResourceNetwork.org

Mayor, City of Seattle

Greg Nickels

Office of Arts & Cultural Affairs Staff

Michael Killoren, Executive Director

Ruri Yampolsky, Public Art Director

Kelly Davidson, Project Manager

Deadline

Applications must be received by
5 p.m., **Friday, November 17, 2006**

— or —

postmarked by the U. S. Post Office by
Friday, November 17, 2006.

Note: Use of a personal or office
postage meter does not meet this
application requirement.
See Page 2 for details.

Union Street Electric Gallery

Introduction and Background

The Union Street Electric Gallery is an exhibition space on the western-facing exterior wall of the Seattle City Light Union Street Substation facility, located at Union Street and Western Avenue. The siting of an artwork on the substation was a concept that came out of an artist residency program at Seattle City Light. The original concept has evolved into a program that funds murals produced on vinyl mesh material. The total size of the image space is 14 feet high and 100 feet long. The display space allows artists to work at a large scale.

Seattle City Light 1% for Art funds support this large-scale exhibition space, which is designed to enhance the workplace of City Light employees. At the Union Street Substation extremely high voltage power is “stepped down” to an acceptable level for distribution to homes and businesses. The facility is one of many substations that provide consumers with reliable and safe power. Seattle City Light's mission is to provide stable, competitively priced and environmentally sound electricity to customers.

Scope of Work

The Union Street Electric Gallery program will commission finalists annually to produce proposals, from which two artists will receive commissions to realize their artwork on the site.

Budget

Five finalists will each receive a \$750 fee for their proposals.

Two selected artists will be paid \$2,500 to fabricate their proposals.

The budget is inclusive of all applicable taxes.

Eligibility

The competition is open to established professional artists with a residence or studio in Seattle. Artists whose work is well-represented in the city's collection are eligible to apply, but the artist selection panel will consider artistic diversity of the collection as one factor in the selection process. No students of any level are eligible to apply.

Application Deadline and Delivery

Materials must be delivered to the Office of Arts & Cultural Affairs by 5 p.m., **Friday, November 17, 2006** or postmarked by the U. S. Post Office by **Friday, November 17, 2006**. Use of a personal or office postage meter does not meet this application requirement. Applications arriving after the deadline must be postmarked with the deadline date by the U.S. Post Office or another carrier (e.g. UPS, Federal Express, Airborne.)

When mailing via the **U.S. Post Office**, you will need to deliver your package in person to a branch post office if it weighs one pound or more. Information about U.S. Post Office requirements is available at <http://www.usps.com/customersguide/>.

When using **Federal Express**, you will need to complete a hard copy delivery document. The city's address system does not allow the use of Federal Express' online service. We have not experienced the same difficulty with other carriers.

Selection Criteria

Panel decisions are based on:

- strength of past artworks
- appropriateness for the setting
- artistic diversity of the collection

The selection panel will also identify artists who have a demonstrated interest in and commitment to sustainability.

Selection Process

A panel consisting of City Light staff and arts professionals will select finalists to create proposals. Five finalists will receive a \$750 fee and will present their proposals to the selection panel, which will choose two artists to receive commissions of \$2,500 each. The selected artists will develop their proposal designs and coordinate with the city's vendor to fabricate the artwork and with City Light staff to install the artwork on site. Each artwork will be installed for six months in 2007. The city will pay the fabricator directly.

Commissioned proposals will be included in Seattle City Light's Portable Artworks Collection.

Notification of Results

Artists who apply will be notified of the selection panel's decisions by January 2007. Application materials will be returned by mail after that date via the artist-supplied self-addressed, sufficiently stamped envelope.

The Office of Arts & Cultural Affairs reserves the right not to select any of the applicants.

We're here to Help!

Please contact Kelly Davidson, (206) 684-0998, kelly.davidson@seattle.gov

How to Apply

Please submit the following materials. Written materials are collated by staff into binders for panelists' review. Do not submit materials in folders or binders. Please make double sided copies whenever possible.

- ❑ **Application Form** (page 6 of this packet)
- ❑ **Typed Professional Resume** – Five copies. No longer than two pages in length, the resume should demonstrate your experience as a professional artist.
- ❑ **Artist Statement** – Five copies. The artist statement, no more than two paragraphs in length, should articulate your vision for this opportunity.
- ❑ **Annotated Image Identification List** – Five copies. The identification list must be typed and correspond to the digital image numbers. Annotation must include: title, year completed, materials and technique used, dimensions (height x width/and depth if applicable).
- ❑ **Work Samples**
Only digital images will be accepted. Up to 16 digital still images on a CD-R. Label the CD-R with the applicant's name, contact information and number of images. Do not embed images into PowerPoint or submit moving image or audio files. Applicants are encouraged to test digital work samples prior to submission. Applicants will not be contacted regarding problems with the proper function of work samples and may not be reviewed as a result.
 1. **File format:** Submit only "high" quality JPEGs (do not use GIFs, TIFFs or other formats) Choose the lowest "high" setting available. Save your JPEGs as baseline. Do not save your images as a progressive JPEG file.
 2. **Image Size:** Images must be 1920 pixels on the longest side. Adjust your images accordingly.
 3. **File Size:** Files must be less than 1.8 MB. In most cases, if you have followed the above file format and sizing instructions, your images will be roughly 1.2 MB.
 4. **File Labeling:** All files **must** be titled with a number indicating the viewing order, followed by an underscore, the artist's last name and first initial and artwork title. The numbers must correspond to the accompanying Annotated Image List. Use "0" in front of single-digit numbers.
Do not use more than 30 characters, and use only letters, numbers and underscores. **Example: 01_SmithJ; 02_SmithJ.** If using Mac OS 8 or 9 include a ".jpg" extension at the end of each image title. **Example: 01_SmithJ.jpg.** If you are working as a team with another artist include both artists' last names, separated by an underscore, in the file name. **Example: 01_SmithJ_DoeJ** (for PC users) or **01_SmithJ_DoeJ.jpg** (for Mac OS 8 or 9).

*****This naming convention must be used to enable our staff to work with your images.**

- ❑ **References**
Names, addresses, phone numbers and email addresses for at least three references who can speak to the quality of your artwork and ability to work with a variety of people.
- ❑ **Proof of Residency** – One copy.
A copy of any of the following: driver's license, voter registration, or utility bill. The proof of residency must have a street address, PO Box addresses will not count as proof of residency.
- ❑ **Optional Supporting Material**
Up to three examples of written reports, illustrative drawings, plans or sketches not to exceed 11" x 17", work samples of sound work. These may not necessarily be shown. Do not submit original artwork.

❑ **Stamped Self-Addressed Envelope**

A self-addressed stamped envelope that is large enough for return of CD-R must accompany application materials. Every effort will be made to safely handle submitted materials; however, the Office of Arts & Cultural Affairs will not be held responsible for loss or damage. Tip: use your own address as the return address to ensure return in the event of insufficient postage on your envelope.

Application Form
Union Street Electric Gallery

Please write “**Union Street Electric Gallery**” on the submittal envelope. Incomplete or ineligible applications will be returned and not be reviewed.

Applications must be delivered to the address below by 5 p.m., Friday, November 17, 2006 or postmarked by midnight. Note: use of a personal or office postage meter does not meet this application requirement. See Page 2 for details. Late applications are not accepted for review.

| | |
|--------------------------------------|--|
| Mail submissions to: | Address FedEx, UPS, other delivery to: |
| Union Street Electric Gallery | Union Street Electric Gallery |
| Office of Arts & Cultural Affairs | Office of Arts & Cultural Affairs |
| City of Seattle | City of Seattle |
| PO Box 94748 | 700 Fifth Ave., Ste 1766 |
| Seattle, WA 98124-4748 | Seattle, WA 98104 |

| | |
|----------------|-----------------|
| Name | |
| Address | |
| City/State/Zip | |
| Phone (Day) | Phone (Evening) |
| E-mail | |

| Checklist: | For office use only: |
|--|-----------------------------|
| <input type="checkbox"/> Application Form (this page) | |
| <input type="checkbox"/> CD of Digital Work Samples (maximum of 16) | |
| <input type="checkbox"/> Image identification list (five copies) | |
| <input type="checkbox"/> Typed Professional Resume (five copies) | |
| <input type="checkbox"/> Typed Artist Statement (five copies) | |
| <input type="checkbox"/> Proof of Residency (one copy) | |
| <input type="checkbox"/> References (Names, addresses and phone numbers for at least three reference) | |
| <input type="checkbox"/> Optional Support Materials | |
| <input type="checkbox"/> Self-addressed Stamped Envelope (large enough to return CD and support materials) | |

For office use only:

| | |
|-----------------------|------|
| Opened by | Date |
| Entered into database | Date |

Questions: Please contact Kelly Davidson, (206) 684-0998; kelly.davidson@seattle.gov.

General Funding Policies – Office of Arts & Cultural Affairs

Application Materials Are Public Information

Applications submitted to the Office of Arts & Cultural Affairs become public information. Members of the public may see and copy them if they make a formal request. This is required by the Washington State Public Disclosure Act (PDA:RCW 42.17). To request a copy of the act, contact the State of Washington Code Revisers' Office in Olympia at 360-753-6804.

Discrimination Is Not Allowed On City-Funded Projects

Applicants receiving funds from the Office of Arts & Cultural Affairs must comply with Seattle Municipal Code Chapter 20.44, pertaining to prevention of discrimination in city contracts, and Chapter 5.44, pertaining to license requirements. The complete text of these city codes is available at the office, the City Clerk's office, and the Seattle Public Library.

Business License Is Required

Individuals awarded funds from the Office of Arts & Cultural Affairs must have a Seattle business license and a Washington state Unified Business Identification (UBI) number prior to receiving final payment. (The license and UBI numbers are not needed to apply for funds.) Seattle Municipal Code, chapter 5.44 describes licensing requirements. You may see a copy of the Code at the office of the City Clerk's office or the Seattle Public Library. The business license costs \$80 annually or \$40 after June 30 of each year. For further information on business licenses, and to receive an application form, please call the Seattle Department of Licenses and Consumer Affairs at 206-684-8484. The one-time fee for a Washington State tax number is \$15. For further information, contact the Washington Department of Revenue at 800-647-7706.

Americans With Disabilities Act Applies to City-Funded Projects

The Americans with Disabilities Act (ADA) is a federal law ensuring access to services and facilities for the differently-abled. The Office of Arts & Cultural Affairs respects the needs of people with differing abilities and seeks to make available to applicants, participants, and all interested persons information regarding the provisions of the Americans With Disabilities Act and its applicability to the activities of our agency. For information about public meetings, accessibility, and auxiliary aids, please contact the Office of Arts & Cultural Affairs at 206-684-7171 (voice), or 800-833-6385 (TDD Relay). This agency complies with all federal, state and local laws that prohibit discrimination in employment and services.

What We Can and Cannot Support

- The Office of Arts & Cultural Affairs may only purchase specific artistic services or products to benefit the citizens of Seattle.
- The Office of Arts & Cultural Affairs does not purchase dress rehearsals or religious services.
- The Office of Arts & Cultural Affairs' funding programs do not fund
 - capital improvements or purchases of equipment
 - fiscal agents' fees or indirect costs associated with any project.

An organization may apply to only one program for organizational support per year. In addition to these programs, an organization may also apply to an education program, if eligible.

Office of Arts & Cultural Affairs Supports Freedom of Expression

The city believes a community that fosters freedom of speech and thought will advance as a society. Artists play an important role in reflecting and challenging social concerns of the day. The strength of the United States as a nation rests in its tolerance of divergent opinions and ideas. Government support of the arts must similarly tolerate a spectrum of ideas and encourage freedom of thought.

Office of Arts & Cultural Affairs Respects Diverse Cultures

- The Office of Arts & Cultural Affairs respects and seeks to achieve cultural and aesthetic diversity in its programs and administration through:
 - Ensuring culturally diverse representation in decision-making through attention to cultural diversity in panel selection, hiring of staff, and commission appointments.
 - Developing policies, documents, and procedures that remove barriers to participation.
 - Encouraging arts organizations to broaden representation on boards of directors and in employment.
 - Identifying ongoing needs and opportunities within the arts for involving diverse cultures and underserved audiences and artists.

Office of Arts & Cultural Affairs

Mission

The Office of Arts & Cultural Affairs promotes the value of arts and culture in and of communities throughout Seattle.

The 15-member Seattle Arts Commission, citizen volunteers appointed by the Mayor and City Council, supports the city agency. All funding recommendations are made through an independent peer review panel process and are subject to approval by the commission.

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All Office of Arts & Cultural Affairs guidelines/applications, newsletters, and other material are available in Braille or on cassette (tape). To request differently-formatted materials, call 206-684-7306 and allow three to six weeks for materials to be mailed to you.

City of Seattle

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